



## OFFICE OF CIVIL RIGHTS

Yesler Building, 400 Yesler Way, Room 260  
Seattle, Washington 98104-2683 MS: YES-ES-0260  
206-296-7592 Voice 206-296-7596 TTY 206-296-4329 Fax  
[www.metrokc.gov/dias/ocre/da.doc](http://www.metrokc.gov/dias/ocre/da.doc)

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## GUIDELINES FOR ACCESSIBLE PRINTED MATERIALS

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### ACCESS NOTICES

*(These notices are legally required and should be in sans serif font, 14 point type or larger)*

- **All publications written for the public (programs and services brochures, flyers, reports, etc.)** – A notice that the publication is available in alternate formats upon request. This notice should include a contact telephone number and TTY number. \*
- **Publications that outline county services, programs or activities in which the public participates** – A notice that reasonable accommodations will be provided upon request. The notice should include a contact telephone number and TTY number. \*
- **Publications concerning a public meeting, hearing or event** -- A notice that the meeting/event location is accessible (check to ensure facility meets accessibility codes).

Please see OCR resources section below for optional wording of required notices.

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*(Disability access laws do not include specifications for printed materials, allowing for flexibility; however, governmental and disability organizations sources have developed guidelines to help ensure compliance with the intent of the law.)*

### FONT AND TEXT

- Style: use sans serif fonts such as Arial, Helvetica, New Century Schoolbook; limit use of ornate fonts. Times New Roman and other serif fonts are more difficult for some to read.
- Size: 12 point type or larger (Large print size: 14 point type or larger upon request).
- Non-standard Type: use bold, underlining or italics only for emphasis or headers. Use all-caps sparingly.
- Background Images: generally, none; if used, be sure images do not obscure text. It is helpful to put contrasting "shadow" (positive or negative) directly under the text to increase contrast.
- Shading Behind Text: acceptable; be sure to provide adequate text-to-background contrast
- Text Around Images: for text wrapped around an image, place the image to the right of the text; a consistent margin at the left assists with easier "tracking."

### PARAGRAPH

- Style: block style (one line between paragraphs) or indented first line.
- Line Width: single column not exceeding 6"; multiple columns at least 3" wide.
- Justification/Alignment: left alignment or very limited justification (Large print: left alignment only)
- Hyphenation: none or very limited.
- Leading: sufficient spacing between lines of print so lines are not crowded.

## PAPER AND PRINTING

- Color Contrast: good contrast between print and background color; avoid dark or intense color paper (such as neon) or colors that are the same as or similar to ink color used.
- Paper Finish: matte (dull, not shiny -- glare can make a publication unreadable by some).
- Double-sided Copies: one-sided copying recommended for large print, unless heavy-weight paper is used.

## TELEPHONE AND TTY NUMBERS

- Hyphens: use hyphens only -- no parentheses for area code.
  - TTY number: If no in-house TTY number, use "TTY Relay: 711."
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## OFFICE OF CIVIL RIGHTS INTRANET RESOURCES

### Alternate Formats Overview

[kcweb.metrokc.gov/dias/ocre/altforms.htm](http://kcweb.metrokc.gov/dias/ocre/altforms.htm)

See "Notification of Availability of Alternate Formats"

### Public Meetings and Hearings – Announce Accessibility

[kcweb.metrokc.gov/dias/ocre/announce.htm](http://kcweb.metrokc.gov/dias/ocre/announce.htm)

See "How to Indicate That Reasonable Accommodations are Available"

### Access Symbols (wheelchair access symbol, interpreter services symbol, etc.)

[kcweb.metrokc.gov/dias/ocre/symbol.htm](http://kcweb.metrokc.gov/dias/ocre/symbol.htm)

[www.gag.org/resources/das.php](http://www.gag.org/resources/das.php) (offers positive and negative versions)

### Disability Language and Etiquette (to help you say it appropriately)

[kcweb.metrokc.gov/dias/ocre/etiquette.htm](http://kcweb.metrokc.gov/dias/ocre/etiquette.htm)

### Illustration of Accessible Print Features

[kcweb.metrokc.gov/dias/ocre/poster.pdf](http://kcweb.metrokc.gov/dias/ocre/poster.pdf)

## INTERNET RESOURCES

### Effective Color Contrast, Lighthouse International

[www.lighthouse.org/color\\_contrast.htm](http://www.lighthouse.org/color_contrast.htm)

### Making Text Legible: Designing for People with Partial Sight, Lighthouse International

[www.lighthouse.org/print\\_leg.htm](http://www.lighthouse.org/print_leg.htm)

Note: At the Lighthouse International Web pages, please disregard the use of a serif font; sans serif font is strongly preferred by consensus of guidelines sources, as noted above.

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\* Use TTY (not TDD) for Text Telephone (see "TTY is the Acronym for Text Telephone - But Why?" at [kcweb.metrokc.gov/dias/ocre/ttyhistory.htm](http://kcweb.metrokc.gov/dias/ocre/ttyhistory.htm)).

Any caller may dial 711 nationwide to be connected to the nearest TTY Relay Service.

<p><b>Note:</b> Following these guidelines for accessibility will also achieve greater readability for those with English as a second language.</p>
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